**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=11142&utm_source=template-word&utm_medium=content&utm_campaign=Sample+IT+Budget+Proposal-word-11142&lpa=Sample+IT+Budget+Proposal+word+11142)IT Budget Proposal   
Template – Example**

IT Budget Proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name | | | | Fiscal Year / Quarter | |
| Bright Wave Technologies | | | | FY 20XX / Q3 | |
|  |  |  |  |  |  |
| Department | | | | Submission Date | |
| IT | | | | February 20, 20XX | |
| Prepared By | | Reviewed By | | Approved By | |
| Henry McNeal | | Lori Garcia | | Petrus Nishimura | |

# Executive Summary & IT Objectives

## Overview

Provide a detailed summary of the IT budget and its alignment with the company's long-term goals.

|  |
| --- |
| Bright Wave Technologies' IT budget for FY 20XX focuses on modernizing infrastructure, improving cybersecurity, and streamlining operations to support scalability. This budget enables critical projects to improve network security, enhance cloud infrastructure, and deploy new enterprise software solutions to maintain a competitive advantage. |

## IT Objectives

|  |  |
| --- | --- |
| Objective 1 | Upgrade cloud infrastructure and network systems. |
| Objective 2 | Implement robust cybersecurity measures to prevent data breaches. |
| Objective 3 | Introduce enterprise-level software to optimize project management and collaboration across teams. |

# Budget Proposal Justification

## Justification

Enter a detailed explanation of why the proposed budget is necessary. Highlight significant allocations and how they support the organization's goals.

|  |
| --- |
| The proposed IT budget is essential for Bright Wave Technologies to continue scaling its operations while securing sensitive data and ensuring long-term sustainability. The investment in cloud infrastructure will address the company's growing data requirements, while cybersecurity improvements are necessary to safeguard the network from potential breaches. The budget for personnel includes provisions for hiring specialists to manage these upgrades effectively, along with training to keep staff up to date on the latest technologies. |

# Revenue Projections

|  |  |
| --- | --- |
| Revenue Source | Amount ($) |
| Internal Funding | $4,000,000 |
| External Financing (green bonds) | $1,500,000 |
| Other (specify) |  |
| Total Projected Revenue | $5,500,000 |

# Budget Summary

## Total Budget

|  |
| --- |
| $5,080,000 |

## Expense Breakdown

|  |  |
| --- | --- |
| Personnel Costs | $1,200,000 |
| Infrastructure & Operations Costs | $1,600,000 |
| Cybersecurity & Compliance Costs | $400,000 |
| Capital Expenditures | $1,700,000 |
| Indirect Costs (Overhead) | $180,000 |

# Personnel Costs

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| IT Manager |  | $200,000 |
| Systems Administrator |  | $150,000 |
| Cybersecurity Specialist |  | $180,000 |
| Data Analysts (2) |  | $300,000 |
| Software Engineers (3) |  | $300,000 |
| Benefits |  | $50,000 |
| Training & Certifications |  | $20,000 |
| Other (specify) |  |  |
| Total Personnel Costs | | $1,200,000 |

# Infrastructure & Operations Costs

## Hardware & Equipment

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Servers | New cloud infrastructure | $600,000 |
| Network Equipment | Routers, switches, firewalls | $250,000 |
| Other (specify) |  |  |
| Total Hardware & Equipment Costs | | $850,000 |

## Software & Licenses

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Enterprise Software | Project management tools | $300,000 |
| Subscription Services | Cloud-based software licenses | $150,000 |
| Other (specify) |  |  |
| Total Software & Licenses Costs | | $450,000 |

## Maintenance & Support

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | | Description | | Amount ($) | |
| IT Support Contracts | | Ongoing technical support | | $300,000 | |
| Other (specify) | |  | |  | |
| Other (specify) | |  | |  | |
| Total Maintenance & Support Costs | | | | $300,000 | |
|  |  |  |  |  |  |
| Total Infrastructure & Operations Costs | | | | $1,600,000 | |

# Cybersecurity & Compliance Costs

## Security Solutions

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Firewalls & Anti-virus |  | $200,000 |
| Security Audits |  | $100,000 |
| Other (specify) |  |  |
| Total Security Solutions Costs | | $300,000 |

## Compliance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | | Description | | Amount ($) | |
| Regulatory Compliance | |  | | $50,000 | |
| Data Protection  & Privacy Initiatives | |  | | $50,000 | |
| Other (specify) | |  | |  | |
| Total Compliance Costs | | | | $100,000 | |
|  |  |  |  |  |  |
| Total Cybersecurity & Compliance Costs | | | | $400,000 | |

# Capital Expenditures

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| New Infrastructure Projects |  | $1,000,000 |
| Technology Upgrades |  | $700,000 |
| Other (specify) |  |  |
| Total Capital Expenditures | | $1,700,000 |

# Indirect Costs (Overhead)

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Office Rent | IT department office space | $50,000 |
| Utilities | Electricity, internet | $30,000 |
| Administrative Salaries | HR, legal, finance | $100,000 |
| Other (specify) |  |  |
| Total Indirect Costs | | $180,000 |

# Contingency & Risk Management

## Contingency Fund

|  |
| --- |
| $150,000 |

## Justification for Contingency

Explain why a contingency fund is necessary for this project, such as accounting for unexpected costs, delays, or changes in project scope.

|  |
| --- |
| The contingency fund covers unforeseen costs such as delays in equipment delivery, increased material costs, or additional technical support. |

## Risk Assessment

|  |  |
| --- | --- |
| Risks | Mitigation Strategies |
| Delays in hardware procurement due to supply chain issues | Diversify hardware suppliers and establish longer lead times. |
| Potential data breach during infrastructure migration | Implement advanced monitoring systems and perform pre-migration security audits. |

# Cost Summary

|  |  |  |
| --- | --- | --- |
| Category | | Total ($) |
| Personnel Costs | | $1,200,000 |
| Infrastructure & Operations Costs | | $1,600,000 |
| Cybersecurity & Compliance Costs | | $400,000 |
| Indirect Costs (Overhead) | | $1,700,000 |
| Capital Expenditures | | $180,000 |
| Contingency Fund | | $150,000 |
| Overall Total Budget | | $5,230,000 |
| Total Projected Revenue | | $5,500,000 |
| Surplus / Deficit | Surplus + | $270,000 |

# Approval Workflow

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
| Henry McNeal |  | February 20, 20XX |

|  |  |  |
| --- | --- | --- |
| Reviewed by | Signature | Date |
| Lori Garcia |  | February 25, 20XX |

|  |  |  |
| --- | --- | --- |
| Approved by | Signature | Date |
| Petrus Nishimura |  | March 1, 20XX |

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